



Conference Services & Special Events

Alcohol Policy for Events

I. REGULATIONS RELATING TO ALCOHOLIC BEVERAGES

- All members of the Notre Dame of Maryland University community are subject to the laws of the state of Maryland. Those laws provide that no individual under the age of 21 may possess alcoholic beverages of any kind and that no individual may sell or furnish alcohol to individuals under the age of 21.
- Alcoholic beverages served at campus events are subject to the policies outlined below for internal events and external events.
- No person associated with the University in any capacity—employee, student, or other community member—may serve or furnish alcohol to a person under the age of 21.
- Those who make the decision to drink are accountable for their behavior while under the influence of alcohol on the same basis as if they had not been drinking.

II. PROCEDURE FOR SERVING ALCOHOL AT YOUR EVENT

If you are planning on serving alcohol at your event, please follow the procedure outlined below:

1. Any campus event where alcohol will be served to persons 21 and older must have space or location on campus reserved and approved by the Office of Conference Services. At any such event alcohol shall not be served to persons younger than age 21.
 - a. Request event space via 25live, and select resource: “Alcohol Being Served”
 - b. Once you have received your event confirmation email, please complete the Alcohol Request form, which can be found on the Conference Services [website](#). Once this form is complete, it must be signed by your supervisor and submitted to the Director of Special Events.
 - c. Coordinate the following with SAGE Dining Services:
 - d. User will be required to have a TIPS certified SAGE bartender at the event.
 - e. Place order for alcohol with SAGE directly or with Well’s Liquors.
 - f. Food and non-alcoholic beverages must also be served at the event.
 - g. Upon the completion of your event, you will receive an invoice from Conference Services for the alcohol consumed during your event. Depending on the alcohol orders, unopened containers may be returned to Well’s. User will not be charged for returned containers. Please complete an interdepartmental transfer in the business office for this amount within 5 business days of the event. An account number for the transfer will be supplied with the invoice.

The following documents are required prior to the commencement of such an event:

- A. An Alcohol Request form must be submitted and approved at least ten (10) business days prior to the event.
 - a. The form can be found on the Conference Services [website](#). It must be signed by your supervisor and submitted to Conference Services, events@ndm.edu.
- B. **Users outside of the NDMU Community (external) must acquire a One Day Special Event Permit from the Baltimore Liquor License Board, if applicable.**
 - a. Contact Conference Services for more information about the process.
- C. Individuals responsible for the distribution of alcoholic beverages shall not consume alcohol until relieved of duties.